



OFFICE OF THE  
PRESIDENT

# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD  
BETHESDA, MARYLAND 20814-4799



PPM-001-2001

FEB 15 2001

## POLICY MEMORANDUM FOR USUHS AND AFRRI PERSONNEL

SUBJECT: Personal Shipments To and From the University and AFRRI

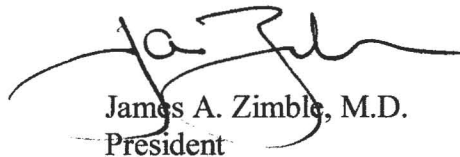
It has come to my attention that personal shipments are routinely being delivered to, and sent from, the central receiving area in the Logistics Division. Additionally, I was informed that the Federal Express Office is also being used for incoming and outgoing personal shipments. These personal shipments are utilizing government resources (i.e., personnel, materials and facilities) to store, locate, and deliver them to the recipient. To complicate this matter, the use of the government IMPAC card has made it impossible for the receiving section to identify personal shipments versus official government shipments. Consequently, this has created a Management Control weakness whereby accountable property is bypassing the system and accountability has been lost.

After thorough review by the Office of General Counsel, Review and Evaluation, and the Logistics Division, the following actions are effective immediately:

1. Personal shipments to and from USUHS and AFRRI will not be made. If personal items are found in shipments delivered to USUHS or AFRRI, the Chief of Receiving will notify the addressee and make them aware of the policy. If an individual continues to receive/send personal shipments, his or her supervisor will be made aware of the violation and appropriate action will be taken.
2. All incoming packages to the Logistics Receiving Branch (including the Federal Express Office) will be opened and inspected by the staff. If the shipment is judged to be personal, it will be returned to the sender.
3. All purchase orders will be processed through the Logistics Receiving Branch and the Property Management Branch to insure equipment accountability. Once processed, equipment will be delivered to the appropriate department.
4. Outgoing shipments will be taken unsealed to the Logistics Federal Express Office. Federal Express and/or Logistics office personnel will seal the package after verifying that it is an authorized shipment. Packages brought sealed to the Federal Express Office will be opened by the office personnel to verify it's content and ensure its validity.

As stewards of federal resources, we are all responsible to use our best judgement to ensure appropriate use of government assets. I believe this policy clarifies this goal.

If you have any questions, please direct them to the Director, Logistics Division at 295-3057.



James A. Zimble, M.D.  
President